

**DEPUTY CITY ATTORNEY**

**DEFINITION:**

Under the direction of the City Attorney, the Deputy City Attorney provides legal advice and services to the City Council, City staff, City Commissions, and other elected and appointed City officials.

**CLASS CHARACTERISTICS:**

The Deputy City Attorney is a single-class position. Under the direction of the City Attorney, the incumbent is responsible for his/her own case load and assignments. This position includes litigation, contract negotiating and drafting, researching issues of municipal law, and providing advice to all City departments. The incumbent works on a variety of legal issues and performs related work as required.

**IMPORTANT AND ESSENTIAL JOB FUNCTIONS:**

1. Provide legal counsel and opinions for the City Council, City staff, commissions, committees and officials in legal matters pertaining to City business.
2. Draft and review legal documents, contracts, leases, resolutions, ordinances and other legal documents relative to the administration of legal processes affecting the City.
4. Perform legislative review in coordination with other staff members and the City Council.
5. Interact with and provide guidance to volunteer paralegals.
6. Prosecute and defend all suits or actions to which the City may be a party.
7. Prosecute all City ordinance violations and provide non-criminal code enforcement.
8. Perform legal research as required.
9. Examine and analyze court decisions and legislation to determine their effect upon municipal affairs.
10. Provide advice to staff on a vast range of issues.

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### **MARGINAL/PERIPHERAL JOB FUNCTIONS:**

1. In rare instances, may act as a stand-in for City Attorney at public meetings.
2. Serve as Acting City Attorney in the absence of and as directed by the City Attorney.
3. Advise the Planning Commission at Planning Commission meetings.

### **QUALIFICATIONS:**

#### **Knowledge of:**

1. Duties, powers, limitations, authority and organization of municipal government and the City Attorney's Office.
2. California Codes and legal principles and practices concerning civil, constitutional and administrative law and procedure.

#### **Skill in:**

1. Communicating effectively orally and in writing including ADR related skills.
2. The extensive use of personal computer operations and proficiency in WordPerfect for Windows, Lexis, Westlaw, and Premise.
3. Coordinating legal issues with the City Council, Commissions, management, staff and the community.
4. Writing and reviewing legal briefs, ordinances, resolutions and other legal documents.
5. Effectively formulating interpretations, analyzing and resolving legal issues and recommending courses of action.

#### **Ability to:**

1. Represent the City in legal proceedings in the municipal, state or federal courts.
2. Cultivate and maintain effective working relationships with the City Council and other governmental officials, court officials, staff and the general public.
3. Organize, interpret and apply legal principles and precedents to local government problems.

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4. Prioritize numerous assignments and competing demands.

### **Ability to (Continued):**

5. To take direction and accept input on work or research results.
6. Be a secondary supervisor of the legal secretary and volunteer law clerk or paralegal.

### **JOB REQUIREMENTS:**

1. Graduation from an accredited law school.
2. Current membership in the California State Bar.
3. A minimum of two years of experience in municipal law, land use, or public entity litigation.
4. Litigation experience that will allow immediate handling of trial work.
5. Strong customer service orientation in providing legal advice to City staff.
6. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.

### **OTHER QUALIFICATIONS:**

1. Must possess a flexible work style, including the ability to successfully work with individuals with diverse backgrounds and from all levels of the organization.
2. Political sensitivity and high ethical standards.

### **LIMITATIONS:**

1. Providing personal legal services for City officials or employees is prohibited unless such services is related to their official City function.
2. No outside practice shall be permitted without specific approval of the City Attorney.

### **MACHINES/TOOLS/EQUIPMENT UTILIZED:**

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1. Reports, forms, pencils and pens
2. Computer monitor, keyboard and printer

## **MACHINES/TOOLS/EQUIPMENT UTILIZED (continued):**

3. Copy machines
4. Fax machines
5. Calculator
6. Telephones
7. Typewriter
8. Voicemail
9. Pager
10. Cellular phone
11. E-mail
12. Automobile
13. Lap top computer, chargers, cables

## **PHYSICAL DEMANDS:**

1. Mobility
2. Speaking/Hearing
3. Seeing
4. Sitting
5. Use of fingers/Manual dexterity
6. Driving
7. Lifting up to 20 lbs.

## **ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:**

1. Indoors: normal office conditions, 75% of the time  
Travel: varying conditions, 25% of the time
2. Noise level: office setting in low to medium foot traffic area
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels